



2011 Greenbelt Farmers Market Vendor Application

Dear Farmer, Grower and/or Producer:

Thank you for your interest in the Greenbelt Farmers Market (GFM). GFM provides a venue for farmers and other vendors to bring fresh, nutritious, high-quality food grown or produced in the region to Greenbelt, Maryland and neighboring communities. Greenbelt is an affluent and socially progressive town that includes over 1800 households within very easy walking distance of our downtown shopping district. Our Sunday morning market provides a bustling, friendly central setting for shopping and socializing, and allows its participants to grow healthy relationships with residents, who are clamoring for more local, sustainably produced foods. Participation in GFM will also give farmers and other vendors a unique opportunity to develop a business relationship with the Greenbelt Supermarket and Pharmacy (Co-op), our locally owned grocery store. The Co-op is interested in bringing more local foods into their store, so a Sunday morning trip to Greenbelt could result in farmers market sales and also weekly deliveries to the Co-op. Our local cafe, New Deal Cafe, has also purchased food from our vendors. This is a unique and valuable opportunity for a farm to grow its business in two ways at once.

Our producer-only Market operates on Sunday mornings from 10:00 am to 2:00 pm, May 8th through November 20th. We aspire to include a diverse group of vendors (within a 100 mile radius of Greenbelt) with healthy and sustainable growing and production practices.

Please complete the 2011 Market Application and mail to us along with your application fee of \$25 by March 15th. If you are accepted into the market, the fee will be credited toward your first payment. Checks should be made payable to the Greenbelt Farmers Market. In addition, please **review our Market Handbook** which is available on-line at www.greenbeltfarmersmarket.org and be sure to **sign the enclosed Market Agreement**. The Market Handbook includes our Rules, Procedures & Product Guidelines. Should you not have internet access, please call us and we will mail you a copy.

The Market Application Cover Sheet describes important information required with your application and the deadlines for submission. Please pay close attention to the guidelines. You can also download an electronic version (which makes it easier for you to complete in future years) by going to our website, www.greenbeltfarmersmarket.org. Please submit your completed and signed Market Application and mail to:

P.O. Box 613
Greenbelt, MD 20768

We appreciate you taking the time to complete the application process. Please call us at 240.476.8769 or email us at info@greenbeltfarmersmarket.org should you have any questions. We look forward to working with you this season!

Warmest regards,

Board of Directors
Greenbelt Farmers Market

GREENBELT FARMERS MARKET 2011 APPLICATION CHECKLIST

This application is meant to help us learn a bit more about you and your growing/production practices in addition to helping you understand what is important to us as market organizers and consumers. We know your time is limited and precious, and we would much rather have you growing and raising fabulous food than working on this application! If you have readily available documents that provide the information that we need, feel free to abbreviate your explanation and conclude with "see attached for more detail" in the blank on the application along with the location of the requested information. **If you are a vendor from a previous year, you may copy sections from last year's application and submit the applicable sections, but please be sure to address any new new questions that may be on the updated application.** An electronic version is available on our website. If you completed the application electronically last year, you can cut and paste sections from last year's application into this year's version. This simplifies the process for everyone involved as it is easier for us to read and makes less work for you in the long run. We appreciate the time and energy you are putting into helping us understand each other to make this a successful partnership and market season.

Please pay close attention to the guidelines in the Handbook from Alan Heck, Food Program Supervisor, Prince George's County. Be sure send us a copy of all applicable permits as we are required to have these at the info booth on market days. If you are accepted into the market and you need a letter from the Greenbelt Farmers Market for Prince George's County to vend with us, please call 240.476.8769 or send an email to info@greenbeltfarmersmarket.org and submit a request.

Applications are due by March 15th and we will be making our decisions for the season by April 1st.

Note we are closed on Sunday, September 4th due to the Greenbelt Labor Day Festival which occupies the market space that weekend.

- _____ Application
- _____ Fee
- _____ Farm Directions (a Google Map print-out works fine)
- _____ Commercial/Product Liability Insurance Certificate
- _____ Market Agreement (signed)
- _____ Growing Practices Certifications (if applicable ~ i.e. Organic, Biodynamic)
- _____ Food Handling License (if applicable)
- _____ Food Processing Certifications (if applicable)
- _____ Health Department Licenses/Permits/Certifications (if applicable)
- _____ Other Contractual Agreements (if applicable)
- _____ Short Bio & Photo of You or Your Farm for Our Website (please submit electronically)

GREENBELT FARMERS MARKET 2010 MARKET APPLICATION

I. CONTACT INFORMATION

Vendor's Name: _____
Business Name: _____
Address: _____
City, State Zip: _____
County or Township: _____
Business Telephone: _____ Home Telephone: _____
Mobile: _____ Fax Number: _____
Email Address: _____ Website: _____
Type of Business (i.e. Sole Proprietor, Corporation, LLC, Partnership): _____
Vehicle Type (i.e. van, pickup): _____ Length: _____ # of Wheels: _____
Total Acreage: _____ Cultivated Acreage: _____ (Please include leased acreage)
Other markets and direct marketing sales in which you participate: _____

Please be sure to attach directions to your farm. You may use a Google map print out.

II. VENDOR TYPE

Farmers & Growers:

Check each category in which you plan to bring product to market:

Fruits: ___ Vegetables: ___ Cut-Herbs: ___ Cut-Flowers: ___ Meat: ___ Poultry: ___ Seafood: ___
Eggs: ___ Dairy: ___ Baked Goods: ___ Honey: ___ Mushrooms: ___ Bedding Plants/Flowers: ___
Potted Herbs: ___ Fiber: ___ Soap: ___

Other (please specify): _____

Processors & Prepared Foods Vendors:

Check the type of product that you plan to bring to the market:

Breads & Baked Goods: ___ Cheese: ___ Honey: ___ (technically not a processed item) Jam &
Jellies: ___ Ciders: ___ Juice: ___ Maple Syrup: ___ Granola: ___ Other (please specify): ___

Location(s) where product(s) are made: _____

List the farmers and/or growers who provide ingredients for the product(s) you are making.

Please attach a copy of licenses/permits, certifications or other contractual agreements pertinent to the products you want to sell at the market.

III. GROWING & PRODUCTION PRACTICES

Farmers & Growers:

Are you Certified Organic? _____Yes _____No

If yes: Total Acres: _____ Certified Acres: _____

Are you Food Alliance Certified "Sustainable"? _____ Yes _____ No

If yes: Total Acres: _____ Certified Acres: _____

Are you Certified Biodynamic? ____ Yes ____ No

If yes: Total Acres: _____ Certified Acres: _____

Are you Certified Naturally Grown? ____ Yes ____ No

If yes: Total Acres: _____ Certified Acres: _____

Do you use Integrated Pest Management Practices (IPM)? _____ Yes _____ No

Other Certifications: _____

Please explain your growing practices and agricultural or other products used to enhance a) pest management, b) weed control, and c) soil amendments. Please attach copies of any applicable certifications (see above) to your application.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Do you grow and/or raise all products or ingredients that you plan to sell at the Greenbelt Farmers Market? _____ If no, explain: _____

Producers (i.e. meat, fish, poultry, eggs, dairy):

Are your animals pasture-raised? _____ Kept indoors? _____ Combination? _____

Please explain your pasture-based practices:

Where are your products processed? Please include a copy of any applicable licensing information.

List the major ingredients that **you** produce that go into your products. If there aren't any, please explain: _____

If you are required to have a health department permit license or safe food handling certificate, please attach a copy to the application. We (as Market Managers) are required by the Prince George's County Healthy Department to have these on-hand on market days.

IV. COMMERCIAL LIABILITY INSURANCE

All authorized vendors participating in the Greenbelt Farmers Market shall be individually and severally responsible to Greenbelt Farmers Market, Inc.(GFM) and the City of Greenbelt(City) for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save GFM and the City harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by GFM and the City by reasons of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify GFM and the City for negligence of GFM and the City, its directors, volunteers, servants, agents or employees. No insurance is provided by GFM to participants in the Market. All producers shall be required to carry the appropriate commercial liability insurance (\$500,000) and are strongly encouraged to name GFM and the City as additional insured.

Insurance Co.: _____ Policy #: _____

Please attach a copy of the certificate to the application.

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VI. PAYMENT & FEES

The Greenbelt Farmers Market is open for a total of 27 Sundays from May 8th through November 20th. The Market will be closed on Sunday, September 4th because of the annual Greenbelt Labor Day Festival. Each space is approximately 18 x 19 feet. Full payment is due by May 15th. If you are a specialty producer of limited crops or product with a limited growing or sales season, you may petition the board for a special arrangement. The fees are the following:

Application Fee:	\$25 (non-refundable)	Due by March 15th
Vendor Fee:	\$225	Due by May 15th

As a "thank you" for submitting your vendor payment in a timely fashion (by May 15th), your application fee would be credited toward your vendor fee. If you submit your payment after the 15th, your application fee will not be credited.

VIII. MARKET AGREEMENT

I have read the Market Application and Market Handbook which includes the Greenbelt Farmers Market Rules, Procedures & Product Guidelines. If accepted into this Market, I hereby agree to abide by the Market Handbook adopted by Greenbelt Farmers Market, Inc. (GFM). Further, I agree to sell at GFM only such items as those listed in the Market Application unless an additional request is granted by the GFM at a later date. I also acknowledge those products must be of my own production or produced at the location described in the Market Application. I acknowledge full responsibility for all my activities in the Market (and for those assisting me) throughout the term of this season's Market (May 8 --- November 20, 2011). I acknowledge the authority of the Market Manager and/or the GFM Board of Directors to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and impose any penalties, including possible suspension or removal from the Market, subject to appeal under the procedures set forth in the Market Handbook. I agree to allow the Market Manager, Board of Directors, representatives of GFM and/or your County Extension Agent at any time to inspect the premises where the products offered for sale are produced. Failure to allow an inspection will constitute a violation of the Market Handbook. I understand that GFM does not carry any insurance policies to cover individual participants and that I am required to carry such insurance.

I certify that the information contained in this application is true and accurate.

Name of Business: _____

Vendor's Name: _____

Signature: _____ Date: _____